



THE EARLY COLLEGE OF  
**ARVADA**

Board Meeting Minutes

**Date: April 22, 2020**

**Time: 6:00 - 8:14 p.m.**

**~~Location: The Early College of Arvada~~**

**~~4905 W 60<sup>th</sup> Ave, Arvada CO 80003~~**

**VIRTUAL MEETING via ZOOM**

**Board members present:** Todd Cordrey, Anthony Fontana, Kelly Hupfeld, Brenda Snyder, Jen Bilger, Holly Petersen, Margaret McGlaughlin, TO Owens, Absolom Herrera

**Guests:** Janice Anderson, Ryan Marks, Jess Welch, Terry Croy Lewis

**I. Call to order and introductions**

- a. The meeting was called to order at 6:05pm.

**II. Approval of agenda**

- a. Mr. Fontana made a motion to approve the agenda, Mrs. Hupfield seconded, and it passed unanimously.

**III. Public comment (5 mins)**

**IV. Board education session – Deferred to May**

**V. Future education sessions – Arvada Demographics – TO, Literature and Best Practices – Margaret – Months TBD**

**VI. Renewal Kick-Off (20 mins)- Ryan Marks**

- a. High level Overview of Renewal Process was presented (document in shared drive)
  1. Board representation and School Leadership at CSI BOD meeting in August is needed-ECA will have 20 minutes to present schools performance and future plans
  - ii. Kelly asked about implications that COVID has regarding state budget and changes and how we take that into account for forecasting
    1. Deadline should be extended due to government delays (late July, not June)
    2. Will still be expected to present plan
  - iii. CSI expects an Adjustment to Assessment process due to lack of CARS report for 19-20 school year will not be published
    1. Ryan and team are presenting to CSI performance committee meeting in May and Ryan encouraged ECA to engage with this, ECA is invited to attend



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- a. Noted, CSI want to:
  - i. make sure to maintain our commitment to evidence-based decision making to make best decisions possible
  - ii. Consistency in decision-making and expectations remains intact
  - iii. Want to make sure Schools have a voice and have a role in identifying issues and resolutions and strategic plan

**VII. Board work session**

- a. Standing reports (10 mins)
  - i. Executive Director and team
    - 1. Enrollment Update
      - a. In report, confirmed 165 students, process in place in to get 310 in place- see document
      - b. Retention is major focus, then recruitment (radius of 3 miles we have 4k teens (11-19), 88 routes engagement team will be canvassing)
      - c. Kelly asked about plan to alter canvassing if we are still social distancing
        - i. Todd- no plan at this time but will review as needed if necessary
      - d. Question from Board- How does 165 number compared to last year this time?
        - i. Todd said he doesn't know as we didn't keep track of ROI of student enrollment – Americorp volunteer is updating our process and it is being systemized. We are tracking the information and we will have solid numbers moving forward to compare year over year.
    - 2. SPED Mediation Update
      - a. Complaint is from one student and Todd is working closely with CSI dept of Special Education and their attorneys and our attorneys. Position is that progress was made, close to resolution but not quite there – going to administrative judge (decision expected May 29<sup>th</sup>.)
      - b. Strategic plan/scorecard review – Defer
  - ii. Committee reports
    - 1. Fundraising – Defer
    - 2. CSI Stakeholder – Defer
    - 3. Finance – TO/Todd (15 mins)
      - a. 2019-20 YTD
        - i. Good shape to meet Tabor, SPED and have a little extra as long as SPED mediation does as expected.



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- ii. \$\$ saved due to remote learning- 40k is estimate.
- b. PPP loan/grant, Board Resolution (document ion shared drive)
  - i. Received PPP loan in the amount of \$368,500 – received on April 16<sup>th</sup>. Finance Committee sought advice from Ms. Deacon and CSI. Ms. Deacon recommended against the PPP loan. After considering all the options and advice, it was decided that funding could be at risk for 20-21 school year and committee agreed it would be moral, legal and ethical to ensure we take advantage of all available options for the benefit of the students.
    - 1. Payroll, retirement and taxes are forgivable for 8 weeks from loan date.
    - 2. Liability is low if we do not meet the requirements for loan to be forgivable- 1% of amount if we need to pay back- at worst.
    - 3. Kelly asked if anticipated PPR reduction was considered for the reason for loan and it was one of the reasons.
      - a. Joint budget committee will meet and give 20-21PPR final number on 5/15 (expected 5-15% reduction). Expect charter equalization will go away for 20-21 year and we can expect an estimated \$1200 per student total reduction.
    - 4. Declaring a state of emergency
      - a. State under State of emergency and we can declare a state of emergency under that condition if needed.
      - b. If budgetary shortfall, can spend into Tabor fund without legal penalty
      - c. TO noted that consideration should be made for State of emergency declaration in July 2020 – clarification is that it is not due to financial shortfalls but public health reasons and it would be a contingency to ensure we are prepared for further unprecedented activities.
        - i. Kelly asked if we do declare a State of Emergency will it affect



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renewal, Ryan said shouldn't be as long as it is allowed by state.

4. Governance/Board Development – Brenda/Kelly (10 mins)
  - a. Financial Policies D.1 – D.12 (see shared drive for documents)
    - i. Policies were modeled after CSI financial policies and we are to review, ask questions and discuss in May, we will finalize them in July board meeting. We will allocate a block of time for policies in May.
    - ii. Kelly will look at enrollment and by-laws and will bring about any necessary items for review in May.
    - iii. 2 things from CSI meetings – adding to board policies language around remote learning and graduation requirements look like for students especially with COVID and remote learning – Kelly has volunteered to look into this and review the working document that is available.
  - b. Board Candidates in Process, status of existing board members
    - i. Brenda asked for referrals for new members
    - ii. New Candidate- Patrick Nielsen
    - iii. Steve Berg has resigned and Anthony Fontana's term is up and he is leaving at end of May.
5. SAC – Todd and Audyn - Defer
6. Long Range Planning Committee – Brenda (45 minutes)
  - a. Learner Questions (document in shared drive)
    - i. TO gave the following information and we need to take into consideration for recruiting to mission if we are saying ideal is low income/minority socio-economical (documents are in share drive):
      1. Arvada is 91.5% white, in 2010 76% of population made less than 100k, in 2018 only 60% makes less than 100k
        - a. Less minorities and wealthier in Arvada
      2. Recruiting needs to go outside of Arvada
      3. 2018 - 5% less under the age of 19 in Arvada than in 2010 and household sizes are decreasing
    - ii. Noted we are currently 45-55% FRL, a good mix and that is optimal
    - iii. Strategic Planning Model – document in shared filed
    - iv. LRP Student enrollment Goal is 435, building is not ideal but that is the goal.



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7. Stakeholder – Deferred to May
    - a. Community Influence – TO
    - b. Board Policy development – Kelly – *Plan in process*
    - c. Workforce Readiness Committee/ Arvada Chamber – Audyn
  - b. Discussion of Board action items (if needed)- (5 mins)
    - i. Charter Renewal Resolution (see document in shared file)
    - ii. Charter School Contract Amendment 1- Attracting and recruiting Homeschooling Students (document in shared file)
      1. Part time students (home schooled) are permitted
    - iii. E.1 Meal Charges Policy (document in shared file)
      1. Policy is to feed anyone unable to pay even if not FRL student.
  - c. Discussion Items (5 minutes)
    - i. Graduation Date, Other Critical Dates – are they changing due to Shelter in Place Orders?
      1. May 15<sup>th</sup> needs to stay open. Most likely will be graduation date. Drive in for graduation, time and location will change need health department need to approve with state restrictions in place. It is expected to be approved by Health Department.
        - a. Staff, immediate family around 100
        - b. Stay in family unit in car and no contact rules in place
      2. No senior dinner or continuation this year
- VIII. Board action items (5 mins)**
- a. Mrs. McLaughlin moved to approve or adopt the following items, Mr. Fontana seconded, and the motions below passed unanimously.
    - i. Approval of March Board Minutes
    - ii. Approval of Charter Renewal
    - iii. Adoption of Amendment 1 to Charter School Contract
    - iv. Adoption of PPP Board Resolution
- IX. Other business (5 mins)**
- a. Other announcements/information items
- X. Adjournment**
- a. Mrs. Snyder moved to adjourn the meeting and Mrs. McLaughlin seconded. The motion passed unanimously, and the meeting was adjourned at 8:14pm.

*Board members calling in by telephone should call 605-475-4094, access code 518724.*

*Board meetings are open to the public, including ECA staff, students, and families. Schedule of future Board meetings: 1/22/20, 2/26/20, 3/18/20, 4/22/20, 5/27/20, annual retreat 6/23 and 6/24.*

*Critical dates: 2019/20 Graduation 5/15/20*



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*To request that an item be placed on a future agenda, please contact Board Secretary Jen Bilger at [jbilger@ecarvada.org](mailto:jbilger@ecarvada.org).*